



04/29/2011

ELIZABETH JOHNSON  
DISTRICT MANAGER  
MISSISSIPPI PFC

SUBJECT: Authority to Conduct Investigation

I request your authorization to investigate a possible change in postal services for the office in the Second congressional district.

Post Office Name:	PACE
Zip+4 Code:	38764-9998
EAS Level:	11
Finance Number:	275863
County:	Bolivar
Proposed Admin Office:	CLEVELAND PO
ADMIN Miles Away:	9.0
Near Office Name:	BEULAH PO
Near Miles Away:	7.0
Number of Customers:	
Post Office Box:	201
General Delivery:	0
Rural Route (RR):	0
Highway Contract Route (HCR):	0
Intermediate RR:	0
Intermediate HCR:	0
City Delivery:	0
Total Customers:	201
ZIP Code Change:	Yes <input type="checkbox"/> NO <input checked="" type="checkbox"/> ZIP Code

The above office became vacant when the postmaster retired on 12/28/2010.

Servise could be provided by 3 different offices within a 10 mile radius

DANA AMOS  
Manager, Post Office Operations

Approval to Study for Discontinuance:

ELIZABETH JOHNSON  
DISTRICT MANAGER  
MISSISSIPPI PFC

04/29/2011

DATE

cc: Area Manager, Public Affairs and Communication



Docket: 1376546

NOTICE OF POST OFFICE EMERGENCY SUSPENSION

**A. Office**

Name: PACE State: MS Zip Code: 38764  
Area: SOUTHEAST District: MISSISSIPPI PFC  
Congressional District: Second County: Bolivar  
EAS Grade: 11 Finance Number: 275863  
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

• There was no Emergency Suspension for this office

Prepared by: Linda Cassidy  
Title: MISSISSIPPI PFC Post Office Review Coordinator  
Tele No: (601) 351-7311

Date: 04/29/2011  
Fax No: (601) 351-7576



NOTICE TO CUSTOMERS/DISTRICT PERSONNEL OF SUSPENSION

A. Office

Name: PACE State: MS Zip Code: 38764  
Area: SOUTHWEST District: MISSISSIPPI PFC  
Congressional District: Second County: Bolivar  
EAS Grade: 11 Finance Number: 275863  
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

There was no Emergency Suspension for this office

Prepared by: Linda Cassidy Date: 05/20/2011  
Title: MISSISSIPPI PFC Post Office Review Coordinator  
Tele No: (601) 351-7311 Fax No: (601) 351-7576



A service of

White  
pagesDOCKET NO  
ITEM NO  
PAGE

PRINT | BACK

1376546-38764  
4

# Post Office™ Locations

Post Office™ Locations near 38764

- |  |   |   |
|--|---|---|
| <b>1</b> <b>Post Office™</b><br><b>Location - PACE</b><br>329 JENNY<br>WASHINGTON RD<br>PACE, MS 38764-<br>9998<br>(800) ASK-USPS<br>(800) 275-8777<br>(662) 723-6713<br><div style="border: 1px solid black; padding: 2px; display: inline-block;">0.4 mi</div>   | <b>Business Hours</b><br>Mon-Fri<br>7:30am-12:00pm<br>1:00pm-4:15pm<br>Sat-Sun<br>closed                            | <b>Services</b><br><u>PO Boxes Online</u><br><br>Service hours may vary. Please<br>check link for business hours. |
| <br>   |   |   |
| <b>2</b> <b>Post Office™</b><br><b>Location -</b><br><b>BEULAH</b><br>220 N CLARK ST<br>BEULAH, MS 38726-<br>9998<br>(800) ASK-USPS<br>(800) 275-8777<br>(662) 759-6780<br><div style="border: 1px solid black; padding: 2px; display: inline-block;">7.1 mi</div> | <b>Business Hours</b><br>Mon-Fri<br>7:00am-12:00pm<br>1:00pm-3:45pm<br>Sat<br>8:00am-10:00am<br>Sun<br>closed       | <b>Services</b><br><u>PO Boxes Online</u><br><br>Service hours may vary. Please<br>check link for business hours. |
| <br>   |   |   |
| <b>3</b> <b>Post Office™</b><br><b>Location - CPU</b><br><b>DELTA STATE</b><br><b>UNIVERSITY</b><br>1003 W SUNFLOWER<br>RD<br>CLEVELAND, MS<br>38733-0001<br>(800) ASK-USPS<br>(800) 275-8777<br>(662) 846-4650  | <b>Business Hours</b><br>Mon-Thu<br>7:45am-4:30pm<br>Fri<br>7:45am-4:00pm<br>Sat<br>9:00am-11:00am<br>Sun<br>closed |   |



7.9 mi

DOCKET NO  
ITEM NO  
PAGE

1376546-38764

4 **Post Office™**  
**Location -**  
**MERIGOLD**  
 106 E GOFF ST  
 MERIGOLD, MS  
 38759-9998  
 (800) ASK-USPS  
 (800) 275-8777  
 (662) 748-2369

**Business Hours**  
 Mon-Fri  
 7:30am-12:00pm  
 1:00pm-4:00pm  
 Sat-Sun  
 closed

**Services**  
PO Boxes Online

Service hours may vary. Please  
 check link for business hours.

8.5 mi

5 **Post Office™**  
**Location -**  
**CLEVELAND**  
 210 S CHRISMAN  
 AVE  
 CLEVELAND, MS  
 38732-9998  
 (800) ASK-USPS  
 (800) 275-8777  
 (662) 843-4032

**Business Hours**  
 Mon-Fri  
 9:00am-5:00pm  
 Sat  
 9:45am-11:45am  
 Sun  
 closed

**Services**  
Passport Application  
Services  
PO Boxes Online

Service hours may vary. Please  
 check link for business hours.

8.7 mi

## Post Office™ Locations near 38764

### By City

PACE      BEULAH      MERIGOLD      CLEVELAND      BOYLE

### By ZIP Code

38726   38733   38759   38732   38730   38762   38781   38769   38746   38774  
38725   38773   38771   38772   38740   38737   72379   38736   71630   38720

## People and Business Search Find people and businesses at [WhitePages.com](http://WhitePages.com)

### People Search

Search for a person and  
 perform a reverse lookup  
 on phone numbers and  
 addresses.

### Business Search

Search for a business by name or  
 category nationwide.

### Reverse Phone Number

See who is calling you



Eviction Notice

A. Office

Name: PACE State: MS Zip Code: 38764  
Area: SOUTHWEST District: MISSISSIPPI PFC  
Congressional District: Second County: Bolivar  
EAS Grade: 11 Finance Number: 275863  
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

There was no eviction notice for this office

Prepared by: Linda Cassidy  
Title: MISSISSIPPI PFC Post Office Review Coordinator  
Tele No: (601) 351-7311

Date: 05/20/2011  
Fax No: (601) 351-7576



### Building Inspection Report

#### A. Office

Name: PACE State: MS Zip Code: 38764  
Area: SOUTHWEST District: MISSISSIPPI PFC  
Congressional District: Second County: Bolivar  
EAS Grade: 11 Finance Number: 275863  
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

• There was no building inspection report nor photos for this office

Prepared by: Linda Cassidy  
Title: MISSISSIPPI PFC Post Office Review Coordinator  
Tele No: (601) 351-7311

Date: 05/20/2011  
Fax No: (601) 351-7576





DOCKET NO  
ITEM NO  
PAGE

1376546

7

1

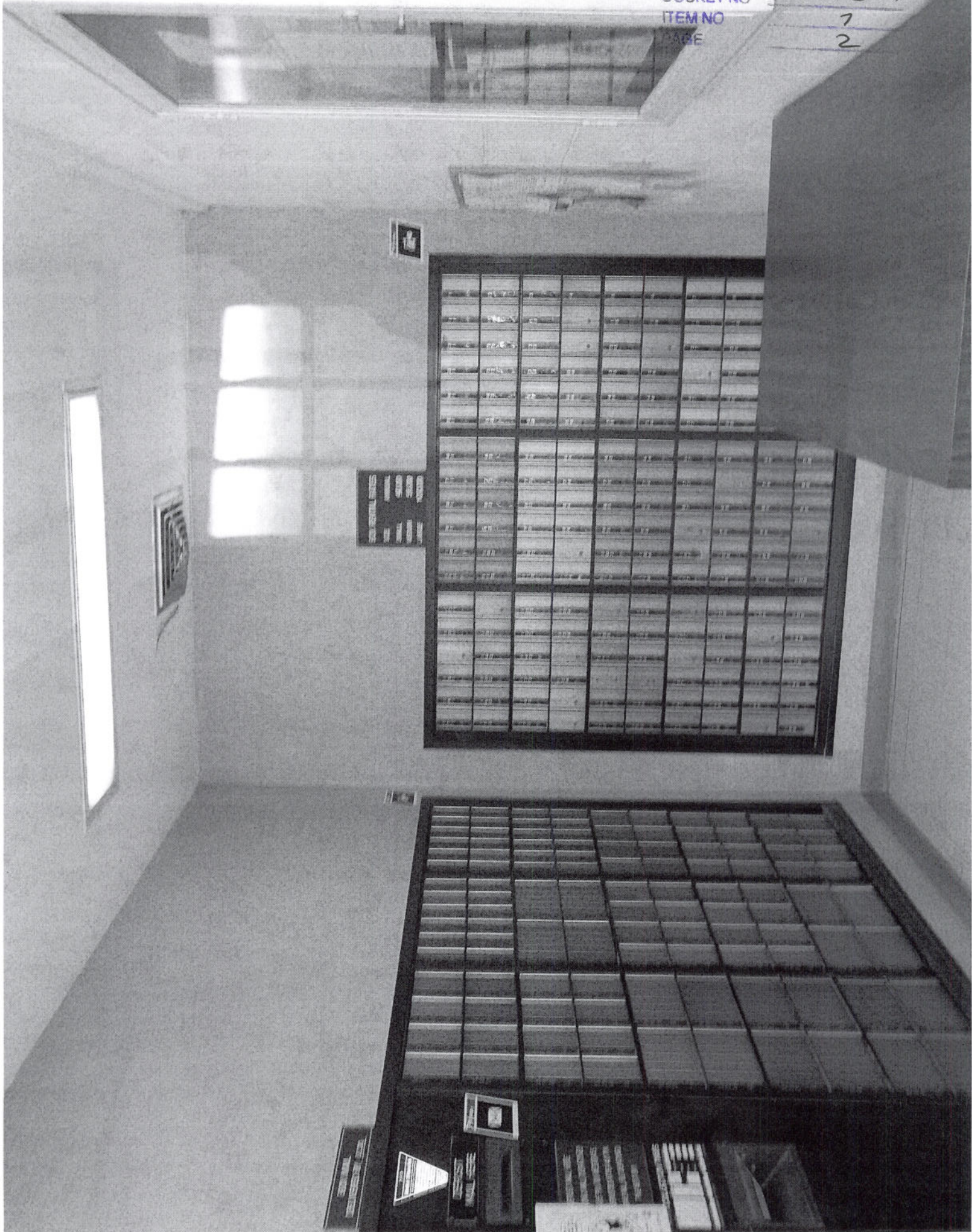


DOCKET NO  
ITEM NO  
PAGE

1376546

7

2





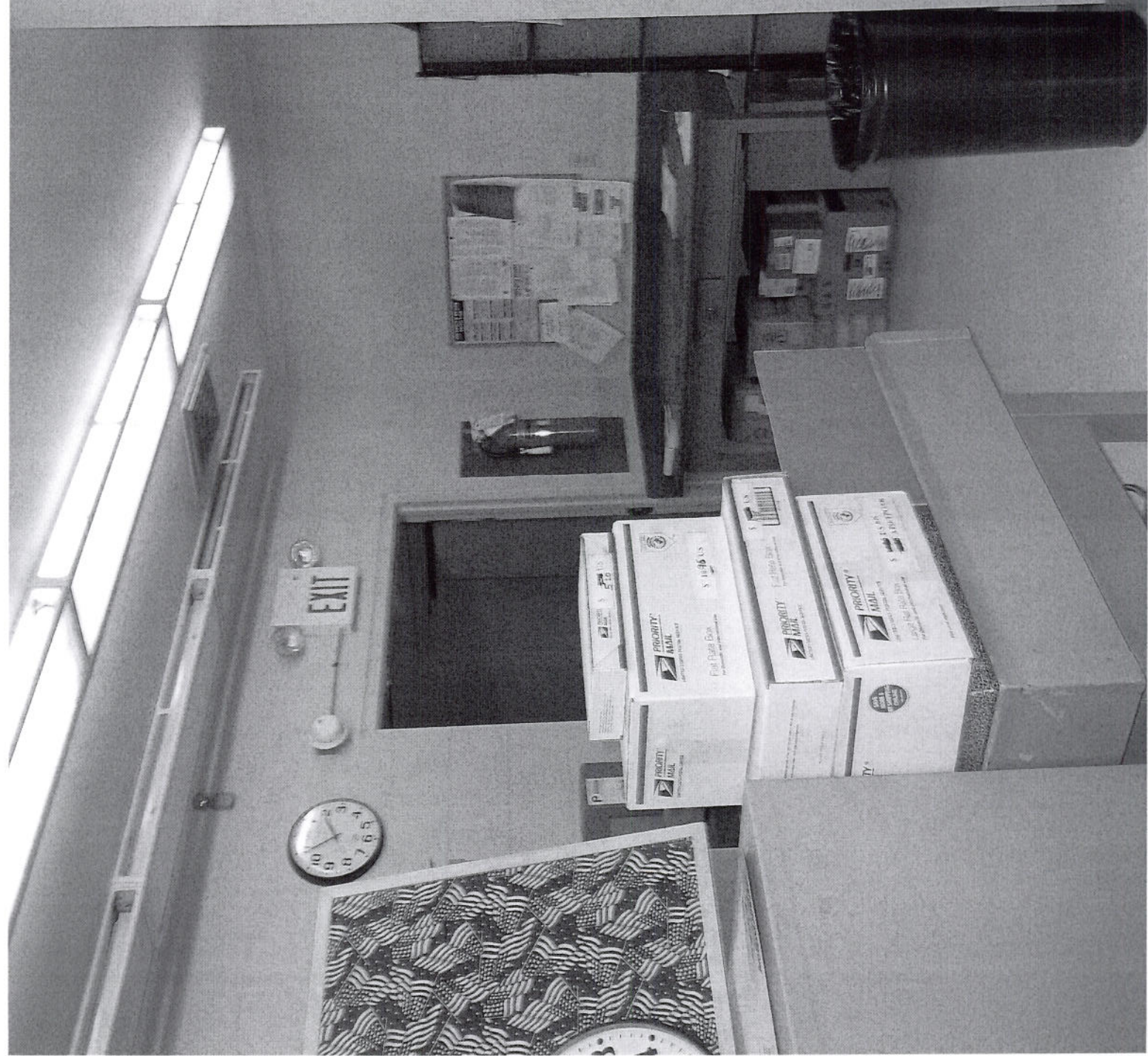
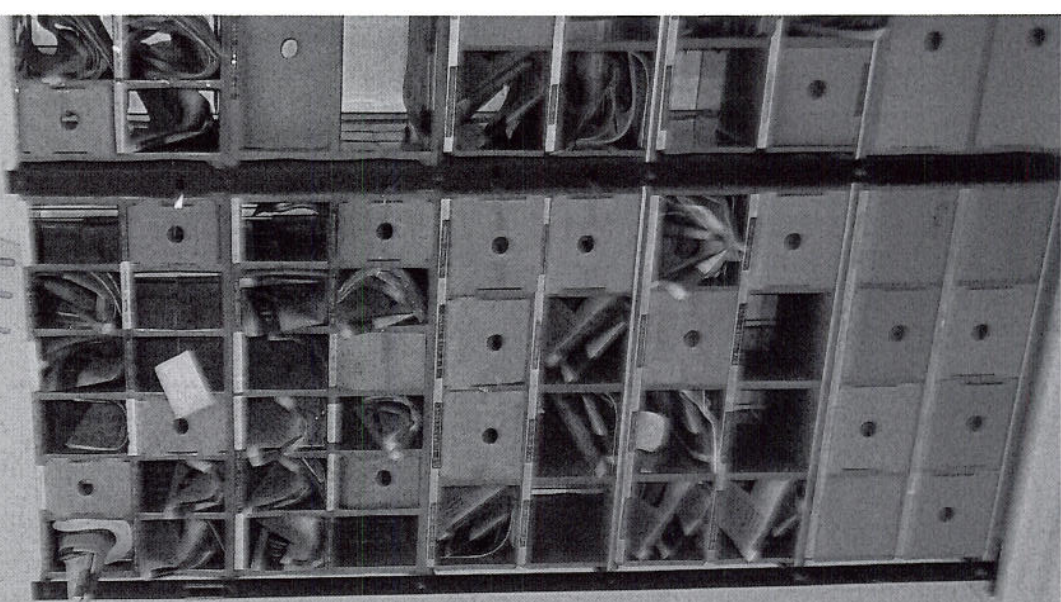
Ever EV

DOCKET NO  
ITEM NO  
PAGE

1376546

7

3





...ing to many locations - guaranteed!  
... 3-5 average business day delivery

**Services**

- Delivery Confirmation
- Signature Confirmation
- Registered Mail
- Certified Mail
- Return Receipt

... delivery address & date of delivery

... delivery address & date of delivery

... delivery address & date of delivery

... delivery address & date of delivery

... delivery address & date of delivery

**Stamps & Other Services**

- Stamps
- Money Orders
- PG Boxes

... delivery address & date of delivery

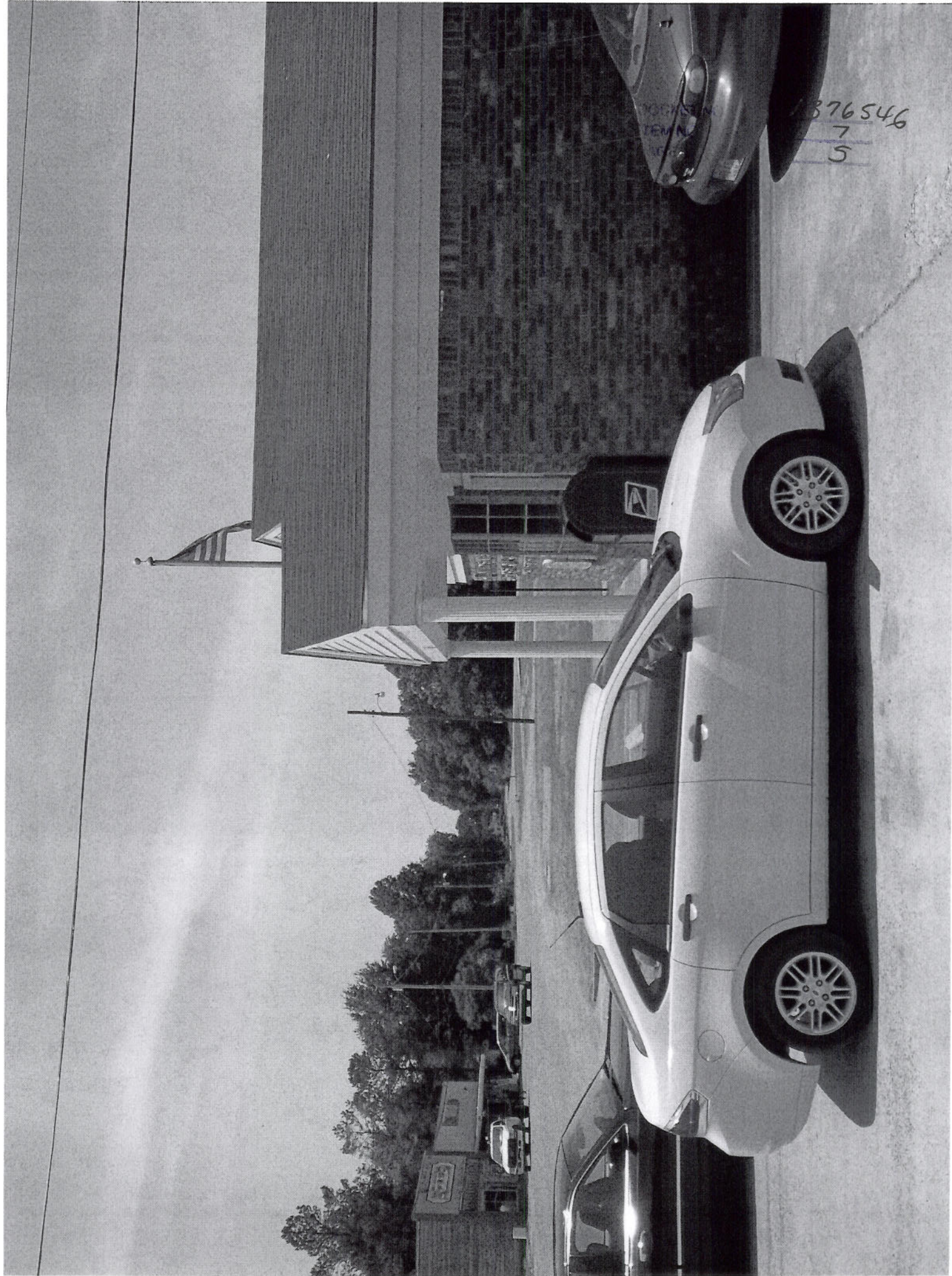
... delivery address & date of delivery



DOCKET NO  
ITEM NO  
PAGE

1376546  
7  
4







## PS Form 150, Postmaster Workload Information

Post Office, State & Zip Code PACE, MS 38764		Postmaster's Signature kqthh0	Date 05/11/2011
District Office, State & Zip Code MISSISSIPPI PFC, MS 39213		District Manager's Signature Elizabeth Johnson	Date 05/09/2011
(Check Box)			
<input checked="" type="checkbox"/> Vacancy <input type="checkbox"/> Management Review <input type="checkbox"/> RFR		See Instructions on Reverse	
1.	Current Office Level		11
2.	Finance Number	(1-6)	275863
3.	General Delivery Families Served	(7-9)	0
4.	Post Office Boxes/Call Boxes Rented	(10-15)	201
5.	Possible City Deliveries	(16-20)	0
6.	Administrative Rural Boxes Served	(21-25)	0
7.	Intermediate Rural Boxes Served	(26-30)	0
8.	Administrative Responsibility form Intermediate Rural Boxes for Other Offices	(31-35)	0
9.	Administrative Highway Contract/Star Route Boxes Served	(36-39)	0
10.	Intermediate Highway Contract/Star Route Boxes Served	(40-43)	0
11.	Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices	(44-47)	0
12.	Number of Carrier Stations/Branches	(48-49)	0
13.	Number of Finance Stations/Branches	(50-51)	0
14.	Number of Contract Stations/Branches & Community Post Offices	(52-53)	0
15a.	Does Office Experience A Seasonal Workload? (box one "Y" of yes, "N" for no) (If you answer "yes" of this question, complete 'Seasonal Workload' section on reverse.)	(54)	N
15b.	Duration of Experience A Seasonal Workload? (minimum or 8 weeks)	(55-56)	
16.	Does Office Perform Outgoing Distribution for Other Offices?	(57)	N
17.	Does Office Perform Incoming Distribution for Other Offices?	(58)	N
18.	Does Office Perform Incoming Secondary Distribution for Other Offices?	(59)	N
19.	Do You Separate All Incoming Letter Size Mail to City & Rural Carrier Routes for Your Own Office?	(60)	N
20.	Do You Separate All Incoming Flat Size Mail to City & Rural Carrier Routes for Your Own Office?	(61)	N
21.	Do You Have Responsibility for Vehicle Maintenance Facilities?	(62)	N
22.	Does Your Office Have Administrative Responsibility for an Air Transfer Office?	(63)	N
23.	Is Postmaster Lessor for Government Owned Building?	(64)	N
24.	Does Office Have MPLSM/SPLSM?	(65)	N
25.	Does Office Distribute Food Stamps?	(65)	N

# PS Form 150, Postmaster Workload Information

Docket 1376546  
Page Nbr 8a

	Normal	During Seasonal Period
General Delivery Families Served	0	0
Post Office Boxes/Call Boxes Rented	201	0
Possible City Deliveries	0	0
Administrative Rural Boxes Served	0	0
Intermediate Rural Boxes Served	0	0
Administrative Responsibility/Number Intermediate Rural Boxes	0	0
Administrative Highway Contract/Star Route Boxes Served	0	0
Intermediate Highway Contract/Star Route Boxes Served	0	0
Administrative Responsibility/Number Intermediate Highway Contract/Star Route Boxes	0	0

## Instructions

- Enter current evaluated office level.
- Enter the 8 digit post office finance number.
- Enter number of general delivery families served.
- Enter total number of post office boxes and call boxes rented. Do not confuse with the total number available. This total should include boxes rented at classified stations/branches as well as the main office including GPO's.
- Enter total possible city deliveries. The total reported should equal the total possible deliveries shown on Form 1621, *Carrier Route Report*, for the previous accounting period.
- Enter the number of administrative boxes served. This is the number of rural route boxes served, within your ZIP Code ONLY by carriers administratively reporting to you. Do not include boxes on the routes which are in the ZIP Code of an intermediate office.
- Enter the number of intermediate rural boxes served. This is the number of rural boxes, within your ZIP Code, served by a carrier administratively reporting to another postmaster. For credit, the mail must be incoming to your office and separated to the routes within your ZIP Code by you or your employees prior to carrier sequencing.
- Enter the number of intermediate rural boxes for which you are administratively responsible. This is the number of boxes served by a carrier administratively responsible to you, but which are located in the ZIP Code for another office.
- Enter the number of administrative highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor for whom you have administrative responsibility. Do not include boxes on the routes which are in the same ZIP Code of an intermediate office.
- Enter the number of intermediate highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor who administratively reports to another Postmaster. For credit the mail must be incoming to your office and separated to the contract route by you or your employees.
- Enter the number of intermediate highway contract star route boxes for which you are administratively responsible. This is the number of boxes served by a contractor for whom you are administratively responsible and which are located in the ZIP Code of another office.
- Enter the number of classified stations and/or branches that have carrier delivery service.
- Enter the number of classified finance stations and/or branches (without carrier delivery service) staffed by postal employees.
- Enter the total number of contract stations, rural stations and community post offices.
  - A contract station is a detached finance unit manned by non-postal employees.
  - A rural station is a post office box delivery unit serviced by a rural carrier.
  - A community post office is a contract unit which provides service in a small community.
- To receive credit for a seasonal workload increase the items shown on the seasonal workload portion of the form must show a 25% increase and must last for a minimum of 8 weeks. The Christmas Season is not to be considered as a seasonal workload increase. Should your office have a seasonal workload increase you should enter the exact number of weeks the season lasts and complete the seasonal workload portion of the form in its entirety.

## Questions 16 Thru 25 Should Be Answered Y (Yes) or N (No)

- Does office separate massed outgoing mail originating in other associate offices to three digit ZIP CODE designating offices and/or area distribution centers and demonstrate a culling, facing and cancelling operation?
- Does office separate massed three digit sorted incoming mail to a five digit sort for other associate offices?
- Does office separate incoming mail to carrier routes for other associate offices?
- Does office separate all incoming letter size mail to city, rural and/or star routes?
- Does office separate all incoming flats to city and/or rural carrier routes without assistance from an MPC?
- Do you have a vehicle maintenance facility under your jurisdiction?
- Do you have an air transfer office under your jurisdiction?
- Do you occupy a government-owned building and lease a portion of the building to someone else?
- Does your office operate a Multiple Position Letter Sorting Machine (MPLSM) or Single Position Letter Sorting Machine (SPLSM)?
- Does your office distribute food stamps?



## Worksheet for calculating Workload Service Credit (WSC) for Post Offices

### Worksheet for calculating Workload Service Credit (WSC) for Post Offices

Office Name: PACE  
Office Zip+4: 38764 -9998 District: MISSISSIPPI PFC

#### Activity WSCs

General Delivery Families Served (Item 3, PS Form 150) .....	<u>0</u>	X 1.0	=	<u>0</u>
Post Office Boxes/Call Boxes Rented (Item 4, PS Form 150) .....	<u>201</u>	X 1.0	=	<u>201</u>
Possible City Deliveries (Item 5, PS Form 150) .....	<u>0</u>	X 1.33	=	<u>0</u>
Administrative Rural Boxes Served (Item 6, PS Form 150) .....	<u>0</u>	X 1.0	=	<u>0</u>
Intermediate Rural Boxes Served (Item 7, PS Form 150) .....	<u>0</u>	X 0.7	=	<u>0</u>
Administrative Responsibility for Intermediate Rural Boxes for Other Offices (Item 8, PS Form 150) .....	<u>0</u>	X 0.3	=	<u>0</u>
Administrative Highway Contract/Star Route Boxes Served (Item 9, PS Form 150) .....	<u>0</u>	X 1.0	=	<u>0</u>
Intermediate Highway Contract/Star Route Boxes Served (Item 10, PS Form 150) .....	<u>0</u>	X 0.7	=	<u>0</u>
Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices (Item 11, PS Form 150) .....	<u>0</u>	X 0.3	=	<u>0</u>
Total Activity WSCs .....				<u>201</u>

#### Revenue WSCs

First	25 revenue units: 1.00	X	<u>25</u> units	=	<u>25.00</u>
Next	275 revenue units: 0.50	X	<u>33</u> units	=	<u>16.50</u>
Next	700 revenue units: 0.25	X	<u>0</u> units	=	<u>0.00</u>
Next	5000 revenue units: 0.10	X	<u>0</u> units	=	<u>0.00</u>
	Balance of revenue units: 0.01	X	<u>0</u> units	=	<u>0.00</u>
Total revenue WSCs:					<u>41.50</u>

Activity WSCs 201 + Revenue WSCs = 41.50 Base WSCs 242.50 = EAS Grade 11

Previous evaluation: EAS grade 11

Effective date of change in service hours: \_\_\_\_\_ (if appropriate)  
(when a vacancy exists, hours must reflect the appropriate EAS grade)

Worksheet completed by:

LINDA CASSIDY

LINDA.T.CASSIDY@USPS.GOV

Printed Name

Signature

MISSISSIPPI PFC District Review Coordinator

05/09/2011

Title

Date



---

04/29/2011

OIC/POSTMASTER

SUBJECT: PACE Post Office

As you are aware, the Postal Service is evaluating a possible change in how postal services are provided to PACE customers.

Please conduct the following surveys: Window Transaction Survey, Survey of Incoming Mail, and Survey of Dispatched Mail at the PACE Post Office for a 2-week period. The surveys should begin 04/30/2011 and end on 05/13/2011. Please complete the enclosed forms as accurately as possible.

All forms should be completed by 05/14/2011. The completed forms may become part of an official and public record.

Thank you for your assistance. If you have any questions, please contact LINDA CASSIDY, Post Office Review Coordinator, at (601) 351-7311.

LINDA CASSIDY

Post Office Review Coordinator

cc: Official Record

Links: Window Transaction Survey - [http://hqcsopps/po\\_dis/win/in\\_survey.cfm?fin=1376546](http://hqcsopps/po_dis/win/in_survey.cfm?fin=1376546)

Survey of Incoming Mail - [http://hqcsopps/po\\_dis/invol/in\\_survey.cfm?fin=1376546](http://hqcsopps/po_dis/invol/in_survey.cfm?fin=1376546)

Survey of Dispatched Mail - [http://hqcsopps/po\\_dis/outvol/in\\_survey.cfm?fin=1376546](http://hqcsopps/po_dis/outvol/in_survey.cfm?fin=1376546)

## Window Transaction Survey

### Window Transaction Survey

PO Name: PACE ZIP+4: 38764 - 9998  
Survey Period: 04/30/2011 through 05/13/2011

Completed By: kqthh0

Record the number of retail window transactions in the appropriate columns for each day. Consider a sale of stamps as one transaction. A sale of stamps and a money order is two transactions. Do not record the handing out over the counter of box mail, general delivery mail, or carrier mail. Instead of this worksheet, you may use PS Form 2007-A, Window Transaction Record; PS Form 2007-B, Window Transaction Conversion; and PS Form 2007-C, Window Transaction Survey. To obtain the average daily number of transactions, divide the total number of transactions during the survey period by the number of days in the survey. The allowable time per transaction is shown in each column in minutes. To determine the average daily workload in minutes, multiply the number of transactions in each column by the time conversion for that column, total the time conversions for all columns, and divide the total number of minutes by the number of days in the survey period.

Day/Date	Postage Sales (.777)	Priority Parcels Money Orders (1.083)	Express Registered C.O.D. (1.969)	Passports Meter Settings (5.06)	Box Rent (2.875)	Certified Insured Special Service (1.792)	Misc. Services (1.787)	Nonrevenue Services (1.188)
Sat - 04/30	0	0	0	0	0	0	0	0
Sun - 05/01	0	0	0	0	0	0	0	0
Mon - 05/02	37	5	0	0	3	2	25	9
Tue - 05/03	32	10	0	0	2	3	22	10
Wed - 05/04	0	0	0	0	0	0	0	0
Thu - 05/05	33	6	0	0	1	1	23	9
Fri - 05/06	31	8	0	0	0	1	32	18
Sat - 05/07	0	0	0	0	0	0	13	0
Sun - 05/08	0	0	0	0	0	0	0	0
Mon - 05/09	17	12	1	0	1	0	21	9
Tue - 05/10	14	5	0	0	2	0	27	18
Wed - 05/11	37	7	0	0	0	0	33	12
Thu - 05/12	21	9	0	0	1	0	19	7
Fri - 05/13	26	5	0	0	0	0	28	13
TOTALS	248	67	1	0	10	7	243	105
Time Factor	X .777	X 1.083	X 1.969	X 5.06	X 2.875	X 1.792	X 1.787	X 1.188
Daily Average	21.4	8.1	0.2	0.0	3.2	1.4	48.2	13.9
Average Number Daily Transactions:	75.7							Average Daily Retail Workload in Minutes: 96.4



## Survey of Incoming Mail

Survey of Incoming Mail  
(Record in Pieces)

Post Office Name and Zip+4

PACE 38764 - 9998

Dates Recorded

04/30/2011 through 05/13/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 04/30	262	132	58	96	6	4	0	0
Sun - 05/01	0	0	0	0	0	0	0	0
Mon - 05/02	294	208	48	240	5	5	0	0
Tue - 05/03	379	151	58	86	2	2	0	0
Wed - 05/04	0	0	0	0	0	0	0	0
Thu - 05/05	246	58	38	134	3	4	0	0
Fri - 05/06	319	62	57	58	12	4	0	0
Sat - 05/07	514	97	83	11	7	3	0	0
Sun - 05/08	0	0	0	0	0	0	0	0
Mon - 05/09	422	114	67	17	7	3	0	0
Tue - 05/10	217	76	39	19	6	3	0	0
Wed - 05/11	371	111	47	463	3	1	0	0
Thu - 05/12	304	129	68	95	4	4	0	0
Fri - 05/13	249	69	49	13	5	2	0	0
TOTALS	3,577	1,207	612	1,232	60	35	0	0
Daily Average	325.2	109.7	55.6	112.0	5.5	3.2	0.0	0.0

Signature of Person Making Count:

kqthh0

Printed Name:

kqthh0

Date:

05/13/11

### Conversion Rate

Letter Type	Total Pieces Per Foot	Flat Type	Total Pieces Per Foot
Manual Letters	227	Manual Flats	115
Automated Letters	215	Automated Flats	115
Sequenced Letters	227	Sequenced Flats	115

Conversion rates are subject to periodic updates which will be published and disseminated when applicable.



## Survey of Dispatched Mail

Survey of Dispatched Mail  
(Record in Pieces)

Post Office Name and Zip+4

PACE 38764 - 9998

Dates Recorded

04/30/2011 through 05/13/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 04/30	114	0	2	0	0	0	0	0
Sun - 05/01	0	0	0	0	0	0	0	0
Mon - 05/02	255	0	10	0	1	1	0	0
Tue - 05/03	108	0	6	0	1	2	0	0
Wed - 05/04	0	0	0	0	0	0	0	0
Thu - 05/05	84	0	2	0	1	2	0	0
Fri - 05/06	36	0	0	0	0	1	0	0
Sat - 05/07	9	0	0	0	0	0	0	0
Sun - 05/08	0	0	0	0	0	0	0	0
Mon - 05/09	66	0	3	0	2	1	0	0
Tue - 05/10	58	0	6	0	1	0	0	0
Wed - 05/11	76	0	3	0	1	1	0	0
Thu - 05/12	47	0	5	0	2	2	0	0
Fri - 05/13	76	0	6	0	2	1	0	0
TOTALS	929	0	43	0	11	11	0	0
Daily Average	84.5	0.0	3.9	0.0	1.0	1.0	0.0	0.0

Signature of Person Making Count:

kqthh0

Printed Name:

kqthh0

Date:

05/13/11



05/09/2011

OIC/POSTMASTER

SUBJECT: PACE Post Office

Please provide the names and addresses of businesses, religious institutions, civic organizations, and local government offices, and schools that are served by the PACE Post Office. The list of businesses should include small, part-time and in-home businesses, as well as public institutions, such as schools, police departments, etc; religious institutions and businesses physically located outside the community that use retail services on a routine basis at the PACE Post Office. Also, please provide the total number of permit mailers and postage meter customers. Indicate in the space below the total number of Post Office box, general, and street delivery customers served by the office. Return all documents to LINDA CASSIDY by 05/23/2011. This information will be entered into the official record for public viewing.

Post Office Box	<u>201</u>
General Delivery	<u>0</u>
Rural Route (RR)	<u>0</u>
Highway Contract Route (HCR)	<u>0</u>
Intermediate RR	<u>0</u>
Intermediate HCR	<u>0</u>
City Delivery	<u>0</u>
Total Customers	<u>201</u>

If you have any comments on alternate means of providing services to the PACE customers, please provide them below:

LINDA CASSIDY  
Post Office Review Coordinator

Comments:

cc: Official Record



---

05/18/2011

SUBJECT: Possible Discontinuance of Post Office

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the PACE Post Office, 38764 - 9998, located in Bolivar County. Please search your records for any recent reports of mail theft or vandalism in the area.

Please enter your findings in the yellow blocks below. Once complete please click submit. You can print from above. Signatures are captured electronically.

Thank you for your assistance in this matter

LINDA CASSIDY  
Post Office Review Coordinator  
MISSISSIPPI PFC

NBR records of mail theft or vandalism: 0

Comments/Findings:

cc: Official Record

## Post Office Survey Sheet

Post Office Name	<u>PACE</u>	ZIP+4	<u>38764-9998</u>
Congressional District	<u>Second</u>	Date	<u>05/04/2011</u>

1. List specific information about the facility, such as structural defects, safety hazards, lack of running water or restrooms (if so, where restrooms are available), security, and other deficiencies or factors to consider.

none

2. Is the facility accessible to persons with disabilities? ☒ Yes ☐ No

3. Lease terms? 30-day cancellation clause? \_\_\_\_\_

4. Are suitable alternate quarters available for an independent Post Office? If so, where?

no

5. List potential CPO sites.

n/a

6. Are there any postage meter customers or permit mailers? ☐ Yes ☒ No

If yes, please identify them by name and address.

7. Which career and noncareer employees will be affected and what accommodations will be made for them?

Virginia C. Tindle

8. How is mail received and dispatched at the office and at what times? How will this be affected by discontinuance? Will a collection box be retained? Will a locked pouch be utilized?

recieved at 7 a.m. and dispatched at 4:30 by HCR driver.

How many Post Office boxes are installed? 292

How many Post Office boxes are used? 201

What are the window service hours? 07:30 - 12:00 - 13:00 - 16:15 M-F

07:30 - 10:00 S

What are the lobby hours? 7:30 - 16:50 M-F

7:30-9:30 S

9. Have there been recent cases of mail theft or vandalism reported to the postmaster/OIC? Explain.

no

10.	What equipment in the Post Office is not owned by the Postal Service (e.g., Post Office Boxes, furniture, safe)? none	
11.	List potential CBU/parcel lockers sites and distances from present Post Office site. none	
12.	Are there any special customer needs? (People who cannot read or write, who cannot drive, who have infirmities or physical handicaps, etc.) How can these people be accommodated? none	
13.	Rural delivery/HCR delivery. a. What is current evaluation? b. Will this change result in the route being overburdened? If so, what accommodations will be made to adjust the route? c. How many boxes and miles will be added to the route? d. What would be the additional annual expense if the route is increased? e. What is the one-time cost of CBU/parcel locker installation (id appropriate)? f. At what time of the day does the carrier begin delivery to the community? Will this delivery time be affected if the office is discontinued? (Y or N) If so, how?	  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  0, box 0.00 Miles 0 0  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 0
14.	Are the Post Office box fees at the facility that will provide alternative service different from those at the office to be discontinued? If so, how (Cost)? <input type="checkbox"/> More <input checked="" type="checkbox"/> Same <input type="checkbox"/> Less	



## Community Survey Sheet

### Community Survey Sheet

Post Office Name	<u>PACE</u>	ZIP+4	<u>38764-9998</u>
Congressional District	<u>Second</u>	Date	<u>05/04/2011</u>

1. Incorporated? ☒ Yes ☐ No

Local government provided by: Town of Pace

Police protection provided by: Town of Pace

Fire protection provided by: Town of Pace

School location: Pace

2. What population growth is expected? (Please document your source)

none

3. What residential, commercial, or business growth is expected? (Please document your source)

none

History. (Are there any special historical events related to the community?)

Are there any special community events to consider?

4. Is the Post Office facility a state or national historic landmark (see ASM 515.23)?

Check with the field real estate office when verification is needed.)

none

5. What is the geographic/economic make-up of the community (e.g., retirees, commuters, self-employed, farmers)?

self employed -farmers- retirees

6. Which nonpostal services are provided by the Post Office (e.g., public bulletin board, school bus stop, community meeting location, voting place, government form distribution center. Do employees of the office offer assistance to senior citizens and handicapped)?

What provisions can be made for these services if the Post Office is discontinued?

public bulletin board/ no assistance to senior citizenz or handicapped

## Highway Contract Route Cost Analysis Form

### Highway Contract Route Estimated Cost for Alternative Service

Office Name: PACE

Office Zip+4: 38764 -9998

District: MISSISSIPPI PFC

1. Enter the number of additional boxes to be added to the route 0 x 3.64 hours per year 0.00

2. Enter the number of additional miles to be added to the route 0.00 x 10.40 hours per year 0.00

**Total time added to the route** 0.00

3. Enter the HCR hourly rate  
(Contact Area Manager, Purchasing/Contracting Officer) 0.00

**Total additional compensation (HCR hourly rate x total time added to the route)** 0.00



# Rural Route Cost Analysis Form

Docket: 1376546 - 38764

Item Nbr: 17

Page Nbr: 2

## Rural Route Carrier Estimated Cost for Alternative Replacement Service

Office Name: PACE  
Office Zip+4: 38764 -9998 District: MISSISSIPPI PFC

1. Enter the number of additional boxes to be added to the rural route 0
  
2. Enter the number of additional miles to be added to the route 0.00  
Enter the volume factor 0.00  
  

Total (additional boxes x volume factor) 0.00
  
3. Enter the number of additional boxes to be added to the rural route 0  

Centralized boxes 0.00

x 1.00 Min 0.00

Regular L route boxes 0.00

x 1.82 Min 0.00

Regular Non-L route boxes 0.00

x 2.00 Min 0.00

Total additional box allowance 0.00
  
4. Enter the number of additional daily miles to be added to the rural route 0.00 x 12 Mileage Standard 0.00  

Total additional minutes per week (miles carried to two decimal places) 0.00
  
5. Total additional annual minutes (additional minutes per week year) 0.00 x 52 Weeks 0.00
  
6. Total additional annual hours (additional annual minutes/ 60 minutes per hour) 0.00 / 60 Minutes 0.00
  
7. Enter the rural cost per hour (see national payroll summary report – rural carrier, consolidated) 0.00  

Total Annual Cost (additional annual hours x rural cost per hour) 0.00
  
8. Enter lock pouch allowance (if applicable) 0.00  

Total annual cost for alternate service (annual cost minus lock pouch allowance) 0.00

U.S. Postal Service <b>POST OFFICE CLOSING OR CONSOLIDATION PROPOSAL Fact Sheet</b>				1. Date Prepared  05/20/2011																								
2. Post Office Name PACE		3. State and ZIP + 4 Code MS, 38764-9998																										
4. District, Customer Service MISSISSIPPI PFC	5. Area, Customer Service SOUTHWEST	6. County Bolivar	7. Congressional District Second																									
8. Reason for Proposal to Discontinue Service could be provided by 3 different offices within a 10 mile radius		9. PO Emergency Suspend (Reason and Date) No Suspension		10. Proposed Permanent Alternate Service																								
11. Staffing		12. Hours of Service																										
a. <input type="checkbox"/> PM <input checked="" type="checkbox"/> PM Vacancy Reason & Date: retired Occupied 12/28/2010  b. <input type="checkbox"/> OIC <input type="checkbox"/> Career <input checked="" type="checkbox"/> Non-Career  c. Current PM POSITION Level (150)EAS-11 Downgraded from EAS-11 d. No of Clerks- 0 No of Career- 0 No of Non-Career- 0 e. No of Others- 0 No of Career- 0 No of Non-Career- 0		a. Time M-F 07:30 - 12:00 - 13:00 - 16:15 Sat 07:30 - 10:00 Total Window Hours Per Week  a. Lobby Time M-F 7:30 - 16:50 Sat 7:30-9:30 8.00																										
13. Number of Customers Served		14. Daily Volume (Pieces)																										
a. General Delivery 0 b. P.O. Box 201 c. City Delivery 0 d. Rural Delivery 0 e. Highway Contract Route Box 0 f. Total 201 g. No. Receiving Duplicate Service 0 h. Average No. Daily Transactions 75.70		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Types of Mail</th> <th>Received</th> <th>Dispatched</th> </tr> </thead> <tbody> <tr><td>a. First-Class</td><td>434</td><td>84</td></tr> <tr><td>b. Newspaper</td><td>167</td><td>3</td></tr> <tr><td>c. Parcel</td><td>8</td><td>2</td></tr> <tr><td>d. Other</td><td>0</td><td>0</td></tr> <tr><td>e. Total</td><td>609</td><td>89</td></tr> <tr><td>f. No. of Postage Meters</td><td></td><td>0</td></tr> <tr><td>g. No. of Permits</td><td></td><td>0</td></tr> </tbody> </table>			Types of Mail	Received	Dispatched	a. First-Class	434	84	b. Newspaper	167	3	c. Parcel	8	2	d. Other	0	0	e. Total	609	89	f. No. of Postage Meters		0	g. No. of Permits		0
Types of Mail	Received	Dispatched																										
a. First-Class	434	84																										
b. Newspaper	167	3																										
c. Parcel	8	2																										
d. Other	0	0																										
e. Total	609	89																										
f. No. of Postage Meters		0																										
g. No. of Permits		0																										
Finances a. FY 2008 2009 2010		Receipts \$ 27,554 \$ 24,425 \$ 22,099	b. EAS Step 1 PM Basic Salary (no Cola) \$ 0	c. PM Fringe Benefits (33.5% of b.) \$ 0																								
16a. Quarters																												
<input type="checkbox"/> Postal Owned <input type="checkbox"/> Leased (if Leased, Expiration Date) 01/01/1900 Annual Lease \$ 0  30-day cancellation clause? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Evicted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if Yes, must vacate by)  Located in: <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other Suitable alternate quarters available? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																												
16b. Explain:																												
17. Schools, Churches and Organization in Service Area: No: 10 Peter'S Rock M.B. Church Pace Penecostal Church Pace Methodist Church Spangle Banner Church St. Peter's MB Church New Hope Church EL Bethel Church Elite Adult Day Care Center People Assisting People Pace Health Council		19. Administrative/Emanating Office (Proposed): Name CLEVELAND EAS Level Miles Away 9.0 Window Service Hours: M-F 09:00 17:00 SAT 09:45 11:45 Lobby Hours: M-F SAT PO Boxes Available: 92																										
18. Businesses in Service Area: No: 15 4 H Trucking ABA Inc. Dudley's Discount Store Lem King & Company J & V 's Pace Manor Apartment's Bizzel Planting Company ABA Farms, Inc. A & L Farms Aylward Farms Inc. Pace Apartment Homes Gourley Apartments School Bus Shop Horn Transportation Triple C Express		20. Nearest Post Office (if different from above): Name BEULAH EAS Level Miles Away 7.0 Window Service Hours: M-F 07:00 15:45 SAT 08:00 10:00 Lobby Hours: M-F SAT PO Boxes Available: 92																										
21. Prepared by																												
Printed Name and Title TERESA CASSIDY		Signature TERESA CASSIDY		Telephone No. AC () (601) 351-7311																								
PO Discontinuance Coordinator Name LINDA CASSIDY		Telephone No. AC () (601) 351-7311		Location JACKSON, MS																								



**A. Office**

Name: PACE State: MS Zip Code: 38764  
Area: SOUTHWEST District: MISSISSIPPI PFC  
Congressional District: Second County: Bolivar  
EAS Grade: 11 Finance Number: 275863  
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

This form is a place holder for number 19. And the verification of new service type is complete.

Prepared by: Linda Cassidy  
Title: MISSISSIPPI PFC Post Office Review Coordinator  
Tele No: (601) 351-7311

Date: 06/16/2011  
Fax No: (601) 351-7576



---

05/23/11

OIC/POSTMASTER

SUBJECT: PACE Post Office

Enclosed are questionnaires addressed to customers of the PACE Post Office. I have also enclosed additional copies of the questionnaires for any retail or other customer who wishes to complete one. Please furnish these questionnaires to retail customers upon request. All completed forms should be forwarded to my office by 06/08/2011 for further review.

A handwritten signature in cursive script that reads "Linda Cassidy".

Linda Cassidy  
Post Office Review Coordinator  
Enclosures





05/23/2011

POSTAL CUSTOMER  
PACE POST OFFICE  
PACE, MS 38764

Dear Postal Service Customer:

As the Postal Service manager responsible for all Post Offices in your area, I would like your opinion concerning a possible change in the way your postal service is provided. The recommended change is tentative and will not lead to a formal proposal unless we conclude that it will provide a maximum degree of regular and effective service.

The Postmaster at the Pace Post Office retired on 12/28/2010. The Office is being studied for possible closing or consolidation for the following reasons: Service could be provided by 3 different offices within a 10 mile radius

Briefly, we would like to provide pickup and delivery of your mail, as well as the sale of stamps and all other customary postal services, by rural route service emanating from the Cleveland Post Office.

We estimate that carrier service would cost the Postal Service substantially less than maintaining the Post Office in your community and still provide regular and effective service. Enclosed is information about some of the services available from the carrier. Retail services are also available at the Cleveland Post Office, located 9.0 miles away. Hours of service at this office are 09:00 17:00, Monday through Friday, and 09:45 11:45 on Saturday. Post Office box service is available at this location at the same fees.

In addition retail services are also available at the Beulah Post Office, located 7.0 miles away. Hours of service at this office are 07:00 15:45, Monday through Friday, and 08:00 10:00 on Saturday.

I invite you to think about a possible change to rural route service. Please return the enclosed questionnaire by 06/08/2011 using the pre-addressed envelope provided or at the community meeting. Please be aware that, if we formalize a proposal, your questionnaire will become part of an official record and will be available for public viewing.

You may, of course, want to discuss this form of service with us before drawing any conclusions. Postal representatives will be at the Old Pace School Cafeteria, 300 Education Drive on Wednesday, June 08, 2011 from 6:00 pm to 7:00 pm to answer questions and provide information about our service. You may wish to discuss and submit your questionnaire at that time.

If you have any questions, you may call Linda Cassidy at (601) 351-7311.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Dana Amos", written over a horizontal line.

DANA AMOS  
Manager, Post Office Operations  
1461 Lakeover Road  
Jackson, MS, 39213-8006

Enclosures:

Questionnaire and return envelope Summary of Post Office Change Regulations,  
Carrier delivery information CBU information sheet (when appropriate)



### Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the PACE Post Office for each of the following:

#### Postal Services

	Daily	Weekly	Monthly	Never
a. Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Mailing Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Pick up Post Office box mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pick up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Other Postal Services

a. Entering permit mailings	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b. Resetting/using postage meter	<input type="checkbox"/> YES	<input type="checkbox"/> NO

#### Nonpostal Services

a. Picking up government forms (such as tax forms)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b. Using for school bus stop	<input type="checkbox"/> YES	<input type="checkbox"/> NO
c. Assisting senior citizens, persons with disabilities, etc.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If yes, please explain:

d. Using public bulletin board	<input type="checkbox"/> YES	<input type="checkbox"/> NO
--------------------------------	------------------------------	-----------------------------

e. Other	<input type="checkbox"/> YES	<input type="checkbox"/> NO
----------	------------------------------	-----------------------------

If yes, please explain:

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
------------------------------	-----------------------------

If yes, please explain:



- If you have carrier delivery, there will be no change to your delivery service — proceed to question 4. If you currently receive
3. Post Office box service or general delivery service, complete this section. How do you think carrier route delivery service will compare to your current service?

☐ Better

☐ Just as Good

☐ No Opinion

☐ Worse

If yes, please explain:

---

---

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

☐ Shopping

---

☐ Personal needs

---

☐ Banking

---

☐ Employment

---

☐ Social needs

---

5. Do you currently use local businesses in the community?

☐ Yes ☐ No

If yes, would you continue to use them if the Post Office is discontinued?

☐ Yes ☐ No

## Mailing Address

Name:

---

Address:

---

Telephone:

---

Date:

---

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.



### Postal Service Customer Questionnaire Analysis

Questionnaires were distributed to all delivery customers of the PACE Post Office on 05/23/2011. Additionally, during the survey period, questionnaires were available at the PACE Post Office to walk-in retail customers.

1. **Number of Questionnaires**

Total Questionnaires distributed	<u>225</u>
Favorable to proposal	<u>8</u>
Unfavorable to proposal	<u>28</u>
Expressing no opinion	<u>20</u>
Total questionnaires received	<u>56</u>

## Postal Concerns

The following postal concerns were expressed

1. Concern (No Opinion):

Customers expressed concern for those customers with disabilities who are not able to go to administrative Post Office to pick up their mail.

Response:

Customers are not required to travel to another Post Office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.

2. Concern (No Opinion):

Customers expressed concern over the dependability of rural route service.

Response:

Rural letter carriers perform a vital function in the United States Postal Service serving thousands of families and businesses in rural and suburban areas while traveling millions of miles daily. Rural letter carriers are highly respected by the American public. This respect has been earned by many years of dedication to the Postal Service and to postal customers. During national and local emergencies, including prolonged periods of extreme weather conditions, rural carriers have demonstrated great responsibility in providing mail service to postal customers. Rural carriers are required to serve the route expeditiously each day.

3. Concern (No Opinion):

Customers were concerned about mail security.

Response:

Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

4. Concern (No Opinion):

Customers were concerned about permit mailing.

Response:

Administrative responsibility for the permit account will be or has been transferred to the administrative Post Office. Mailings must be submitted to that office for verification. Customers interested in obtaining a permit should contact the administrative postmaster.

5. Concern (UnFavorable):

Customer expressed a concern about package delivery and pickup.

Response:

Rural carriers will deliver packages that fit in your rural mail box, if the package does not fit in the mail box, the carrier will deliver the package up to 1/4 mile off of the line of travel, at a designated place, such as on your porch or under a carport. For carrier pick up of packages, you can contact the administrative Post Office, letting the carrier know that you have a package available for pick up. The carrier can deviate from the line of travel in order to receive packages. The rural carrier will accept letters, flats or packages up to 13 ounces for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate. Packages over 13 ounces may be picked up if the postage was printed online or with a traceable meter.

6. Concern (UnFavorable):

Customers expressed concern for those customers with disabilities who are not able to go to administrative Post Office to pick up their mail.

Response:

Customers are not required to travel to another Post Office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.

7. Concern (UnFavorable):

Customers expressed concern over the dependability of rural route service.

Response:

Rural letter carriers perform a vital function in the United States Postal Service serving thousands of families and businesses in rural and suburban areas while traveling millions of miles daily. Rural letter carriers are highly respected by the American public. This respect has been earned by many years of dedication to the Postal Service and to postal customers. During national and local emergencies, including prolonged periods of extreme weather conditions, rural carriers have demonstrated great responsibility in providing mail service to postal customers. Rural carriers are required to serve the route expeditiously each day.

8. Concern (UnFavorable):

Customers were concerned about mail security.

**Response:**

Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

**Nonpostal Concerns**

The following nonpostal concerns were expressed

1. **Concern (No Opinion):**

Customer expressed a concern about nonpostal services.

**Response:**

Nonpostal services provided at the Post Office will be available at the administrative Post Office. Government forms normally provided by the Post Office will also be available at the administrative Post Office or by contacting your local government agency.

2. **Concern (No Opinion):**

Customer expressed a concern about the loss of the community bulletin board at the Post Office.

**Response:**

Many retail outlets and grocery stores are now displaying a public bulletin board in which items can be posted for sale, and/or lost and found items can be posted, and a variety of other information. The administrative Post Office may have a public bulletin board which may be used to post the same information.

3. **Concern (No Opinion):**

Customers expressed a concern about the loss of a bus stop at the Post Office.

**Response:**

Customers may contact the county school board to determine if they would be willing to erect a small building, which would shelter children from the wind while they wait on the school bus. Or contact neighboring businesses to ascertain if they would allow children to wait on the bus at their business.

4. **Concern (UnFavorable):**

Customer expressed a concern about nonpostal services.

**Response:**

Nonpostal services provided at the Post Office will be available at the administrative Post Office. Government forms normally provided by the Post Office will also be available at the administrative Post Office or by contacting your local government agency.

5. **Concern (UnFavorable):**

Customer expressed a concern about the loss of the community bulletin board at the Post Office.

**Response:**

Many retail outlets and grocery stores are now displaying a public bulletin board in which items can be posted for sale, and/or lost and found items can be posted, and a variety of other information. The administrative Post Office may have a public bulletin board which may be used to post the same information.



### Community Meeting Roster

Postal Service Representative (Names and Titles):  
Dana Amos - Manager Post Office Operations

Date: 06/08/2011  
Time: 6:00 pm

Total Number of Customers Present:

59

Old Pace School Cafeteria, 300 Education  
Place: Drive

This document may become a part of the official record that will be available for public viewing.

Names of Customers Present:

Name	Mailing Address (optional)	Zip Code	Phone Number
Willie Ree Harts	609 Leflore	38764	662 723 6202
McArthur Harts	609 Leflore	38764	662 723 6202
Elizabeth Lee	603 Tenning	38764	662-723 6262
Lee C. Bessie	P.O. Box 264 Penn	38764	662-723-6268
Dempsey Smith	Box 145 Pace	38764	662-609-4059
Beverly Caldwell	455 S. Mounds Rd	38769	662-723-1912
Donna Caldwell	455 S. Mounds Rd	38769	662-723-9212
Dorothy Davis	P.O. Box 68	38764	662-723-0057
Delia J. Harts	P.O. Box 43	38764	662-723-6196
Beverly Shelly	P.O. Box 40	38764	662-402-0802
Antonia Pates	P.O. Box 171	38764	662-588-2696
Hatha Tavers	P.O. Box 158	38764	662-723-6110
Annette Lewis	P.O. Box 105	38764	662-719-7881
B Ray	P.O. Box 294	38764	662 723 9281
Bridgette Brown	P.O. Box 221	38764	662-723-0223
LaShandra Williams	P.O. Box 31	38764	662-719-0422
Vera Edwards	P.O. Box 92	38764	662-402-8025
Claretha J. Egan	P.O. Box 174	38764	662-719-5227
Rose Tate	P.O. Box 139	38764	662-723-6419



### Community Meeting Roster

Postal Service Representative (Names and Titles):  
Dana Amos - Manager Post Office Operations

Date: 06/08/2011  
Time: 6:00 pm

Total Number of Customers Present: 0

Old Pace School Cafeteria, 300 Education  
Place: Drive

This document may become a part of the official record that will be available for public viewing.

#### Names of Customers Present:

Name	Mailing Address (optional)	Zip Code	Phone Number
<i>Annie McJannet</i>	514 MLK/BX 101	38764	662-723-6314
<i>Willie B. Jones</i>	514 MLK/BX 101	38764	662-723-6314
Lena Hampton	P.O. Box 19	38764	662-723-6120
Lee Walker	POB 115	38764	662-723-6103
Keta McCreo	Pace MS	38764	662-723-6117
Mamie Sneed	507 Hall Cr	38764	11 723 6333
Betha Adams	4029321	Box 55	4029321
Helen Masley	P.O. Box 164	38764	
Margaret J.	P.O. 179	38764	
Elizabeth Malone	P.O. Box 267	38764	662-623-7222
Caroline Walker	P.O. Box 86	38764	662-723-6797
Rose Walker	P.O. Box 18	38764	662-723-0252
Denise Taylor	P.O. Box 175	38764	662-719-1344
Arie Roland	P.O. Box 25	38764	662-588-1212
Walter Tate	P.O. Box 139	38764	723-6394
Walter Tate	P.O. Box 331	38764	719 7835
Moderth Hall	P.O. Box 99	38764	723-6724
Vickie Watkins	519 Hayden Ave	38764	662-588-5535
Myra Saly	507 #44 Cr	402 2611	



[illegible]

## Postal Service Customer Community Meeting Analysis

(categorize customer concerns as postal or nonpostal and provide the Postal Service response for each.)

### Postal Concerns

1. Concern (UnFavorable):  
Customers expressed concern about having to erect a rural mailbox.  
Response:  
Customers are not required to erect rural mailboxes. Customers may apply to receive PO Box service from the administrative Post Office located or another location that is more convenient.
2. Concern (UnFavorable):  
Customers were concerned about mail security.  
Response:  
Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.
3. Concern (UnFavorable):  
Customers asked why their Post Office was being discontinued while others were retained.  
Response:  
Post Offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.
4. Concern (UnFavorable):  
Customers stated that they would lose their appeal rights with a CPO.  
Response:  
Customers have the right to appeal to the Postal Regulatory Commission any final determination to close or consolidate the Post Office, and the fact that replacement service is, as in this case, to be provided by a CPO has no impact upon appeal rights. Once a final determination is implemented, our view is that customers have no right to appeal to the Postal regulatory Commission any subsequent change in replacement service. The Postal Service has determined that replacement service via CPO will provide a maximum degree of regular and effective postal services to the community. In rare circumstances, such as the absence of any qualified bidders and a near-total loss of customers, CPOs may need to be closed. Any decision to close a CPO must be made by the Delivery and Post Office Operations, who reviews, in addition to customer input (which is encouraged), a request for discontinuance prepared by the District Manager, Customer Service and Sales, documenting service alternatives and the effects on postal services and the community.

### Nonpostal Concerns

1. Concern (UnFavorable):  
Customers expressed concern for loss of community identity.  
Response:  
A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the Community name and ZIP Code in addresses.



---

05/23/2011

As the Postal Service manager responsible for all Post Offices in your area, I would like your opinion concerning a possible change in the way postal services are provided. Our tentative plans will only lead to a formal proposal if we are satisfied that a maximum degree of regular and effective service can be provided.

If you would like an opportunity to discuss alternatives with us, a postal representative will be at Old Pace School Cafeteria, 300 Education Drive on 06/08/2011 from 6:00 pm to 7:00 pm to answer questions and provide information about our service.

If you have any questions, you may contact Linda Cassidy at (601) 351-7311.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Dana Amos".

DANA AMOS  
Manager, Post Office Operations

DOCKET NO 1376546-38764  
 ITEM NO 27  
 PAGE 1

Was there a Petition Received for the consolidation of PACE?

No

If Yes, How many signatures?

0

If Yes, date received?

POST





**A. Office**

Name: PACE State: MS Zip Code: 38764  
Area: SOUTHWEST District: MISSISSIPPI PFC  
Congressional District: Second County: BOLIVAR  
EAS Grade: 11 Finance Number: 275863  
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

This form is a place holder for number 27. There was not a petition recieved.

Prepared by: Teresa Cassidy  
Title: MISSISSIPPI PFC Post Office Review Coordinator  
Tele No: (601) 351-7311

Date: 09/09/2011  
Fax No: (601) 351-7576



**A. Office**

Name: PACE State: MS Zip Code: 38764  
Area: SOUTHWEST District: MISSISSIPPI PFC  
Congressional District: Second County: BOLIVAR  
EAS Grade: 11 Finance Number: 275863  
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

This form is a place holder for number 28. There was no Congressional inquiry.

Prepared by: Teresa Cassidy Date: 09/09/2011  
Title: MISSISSIPPI PFC Post Office Review Coordinator  
Tele No: (601) 351-7311 Fax No: (601) 351-7576



---

06/20/2011

SENIOR VICE PRESIDENT  
GOVERNMENT RELATIONS AND PUBLIC POLICY  
475 L'ENFANT PLAZA SW RM 10804  
WASHINGTON DC 20260-3500

SUBJECT: Posting of the Proposal to Close  
the PACE Post Office  
Docket No. 1376546

This is to advise you that on 06/30/2011, I will post for public comment a proposal to close the PACE Post Office in BOLIVAR, Congressional District No. Second.

If you have any questions, please call TERESA CASSIDY District Review Coordinator at (601) 351-7311.

ELIZABETH JOHNSON  
District Manager  
MISSISSIPPI PFC District

cc: Manager, Customer Service Operations  
Area Manager, Public Affairs and Communications

Enclosures: PS Form 4920  
Proposal





06/27/2011

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Letter of Instructions Regarding Posting of  
PACE Proposal  
Docket No. 1376546 - 38764

Please post the enclosed proposal to close the PACE Post Office in the lobby. The proposal must be posted in a prominent place from 06/30/2011 through close of business on 08/31/2011. The posting must last at least 60 days and the first day does not count.

Round-date stamp the cover of the proposal on the date of posting and on the date of removal. Also, post the "Invitation for Comments" next to the proposal and round-date stamp it in the same manner.

Additional copies of the proposal and comment forms are enclosed. Provide them to customers upon request.

Also enclosed is the official record on which this proposal is based. Customers may read it; however, they may not remove it from your office. When a customer requests a copy of the record, provide it upon payment of any fees prescribed in AS-353 Guide to Privacy and the Freedom of Information Act. If you do not have photocopy equipment, take the customer's name, address, and telephone number and contact the district for a copy of the record.

At the expiration of the posting period, further instructions will be provided. If there are any questions, please contact me at (601) 351-7311.

A handwritten signature in black ink that reads "L. Linda Cassidy".

LINDA CASSIDY  
Post Office Review Coordinator  
MISSISSIPPI PFC District

Enclosures: PS Form 4920  
Proposal  
Invitation for Comments  
Comment Forms  
Official Record

Date of Posting: 06/30/2011

Date of Removal: 08/31/2011

## UNITED STATES POSTAL SERVICE

### INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE THE PACE, MS POST OFFICE AND ESTABLISH SERVICE BY RURAL ROUTE SERVICE

To the customers of the Pace Post Office:

The Postal Service is considering the close of the Pace Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 06/30/2011 through 08/31/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the Pace Post Office, Beulah Post Office and Cleveland Post Office. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

LINDA CASSIDY  
1461 LAKEOVER ROAD  
JACKSON, MS 39213-8006

For more information, you may call LINDA CASSIDY at (601) 351-7311 or write to the above address.

Thank you for your assistance.



DANA AMOS  
1461 LAKEOVER ROAD  
JACKSON, MS 39213-8006

Date of Posting: 06/30/2011

Date of Removal: 08/31/2011



**UNITED STATES POSTAL SERVICE**



**INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE  
THE PACE, MS POST OFFICE  
AND ESTABLISH  
SERVICE BY RURAL ROUTE SERVICE**

To the customers of the Pace Post Office:

The Postal Service is considering the close of the Pace Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 06/30/2011 through 08/31/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the Pace Post Office, Beulah Post Office and Cleveland Post Office. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

LINDA CASSIDY  
1461 LAKEOVER ROAD  
JACKSON, MS 39213-8006

For more information, you may call LINDA CASSIDY at (601) 351-7311 or write to the above address.

Thank you for your assistance.

DANA AMOS  
1461 LAKEOVER ROAD  
JACKSON, MS 39213-8006



Date of Posting: 06/30/2011

Posting Round Date:



Date of Removal: 08/31/2011

Removal Round Date:



PROPOSAL TO CLOSE  
THE PACE, MS POST OFFICE  
AND ESTABLISH  
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1376546 - 38764

## I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the Pace, MS Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Cleveland Post Office, located nine miles away.

The postmaster position became vacant when the postmaster retired on December 28, 2010. Since the postmaster vacancy an OIC has been installed to operate the office. Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office is being studied for possible closing or consolidation due to the following reasons: To streamline operations to create efficiencies and cost savings to balance the Postal Service's business needs against the needs of its customers. Pace office can be served from Cleveland and Beulah PO's less than ten miles away and could meet the postal needs of customers in this community and can provide an equal or better level of service.

The Pace Post Office, an EAS-11 level, provides service from 7:30 to 12:00, 1:00 to 4:15 Monday - Friday, 7:30 to 10:00 Saturday and lobby hours of 7:30 to 4:30 on Monday - Friday and 7:30 to 9:30 on Saturday to 201 post office box or general delivery customers and no delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged 76 transaction(s) accounting for 96 minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: \$27,554 ( 72 revenue units) in FY 2008; \$24,425 ( 64 revenue units) in FY 2009; and \$22,099 ( 58 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On June 08, 2011, representatives from the Postal Service were available at Old Pace School Cafeteria, 300 Education Drive to answer questions and provide information to customers. 50 customer(s) attended the meeting.

On May 23, 2011, 225 questionnaires were distributed to delivery customers of the Pace Post Office. Questionnaires were also available over the counter for retail customers at the Pace Post Office. 56 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 8 favorable, 28 unfavorable, and 20 expressed no opinion.

If this proposal is implemented, delivery and retail services will be provided by the Cleveland Post Office, an EAS-20 level office. Window service hours at the Cleveland Post Office are from 9:00 to 5:00, Monday through Friday, and 9:45 to 11:45 on Saturday. There are 140 post office boxes available.

Retail service is also available at the Beulah Post Office an EAS-11 level office, located seven miles away. Window service hours at Beulah Post Office are from 7:00 to 3:45, Monday through Friday and 8:00 to 10:00 on Saturday. There are 27 post office boxes available for rent.

The following concerns were expressed from questionnaires, the community meeting, from customer letters, on the petition, and from the congressional inquiry:

- 1. Concern:** Customer expressed a concern about package delivery and pickup.

**Response:** Rural carriers will deliver packages that fit in your rural mail box, if the package does not fit in the mail box, the carrier will deliver the package up to ½ mile off of the line of travel, at a designated place, such as on your porch or under a carport. For carrier pick up of packages, you can contact the administrative Post Office, letting the carrier know that you have a package available for pick up. The carrier can deviate from the line of travel in order to receive packages. The rural carrier will accept letters, flats or packages up to 13 ounces for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate. Packages over 13 ounces may be picked up if the postage was printed online or with a traceable meter.
- 2. Concern:** Customers expressed concern for those customers with disabilities who are not able to go to administrative Post Office to pick up their mail.

**Response:** Customers are not required to travel to another Post Office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.
- 3. Concern:** Customers expressed concern over the dependability of rural route service.

**Response:**

Rural letter carriers perform a vital function in the United States Postal Service serving thousands of families and businesses in rural and suburban areas while traveling millions of miles daily. Rural letter carriers are highly respected by the American public. This respect has been earned by many years of dedication to the Postal Service and to postal customers. During national and local emergencies, including prolonged periods of extreme weather conditions, rural carriers have demonstrated great responsibility in providing mail service to postal customers. Rural carriers are required to serve the route expeditiously each day.

4. **Concern:**

Customers were concerned about mail security.

**Response:**

Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

5. **Concern:**

Customers were concerned about permit mailing.

**Response:**

Administrative responsibility for the permit account will be or has been transferred to the administrative Post Office. Mailings must be submitted to that office for verification. Customers interested in obtaining a permit should contact the administrative postmaster.

6. **Concern:**

Customers asked why their Post Office was being discontinued while others were retained.

**Response:**

Post Offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.

7. **Concern:**

Customers expressed concern about having to erect a rural mailbox.

**Response:**

Customers are not required to erect rural mailboxes. Customers may apply to receive PO Box service from the administrative Post Office located or another location that is more convenient.

8. **Concern:**

Customers stated that they would lose their appeal rights with a CPO.

**Response:**

Customers have the right to appeal to the Postal Regulatory Commission any final determination to close or consolidate the Post Office, and the fact that replacement service is, as in this case, to be provided by a CPO has no impact upon appeal rights. Once a final determination is implemented, our view is that customers have no right to appeal to the Postal regulatory Commission any subsequent change in replacement service. The Postal Service has determined that replacement service via CPO will provide a maximum degree of regular and effective postal services to the community. In rare circumstances, such as the absence of any qualified bidders and a near-total loss of customers, CPOs may need to be closed. Any decision to close a CPO must be made by the Delivery and Post Office Operations, who reviews, in addition to customer input (which is encouraged), a request for discontinuance prepared by the District Manager, Customer Service and Sales, documenting service alternatives and the effects on postal services and the community.



**Some advantages of the proposal are:**

1. The rural or contract delivery carrier may provide retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not have to pay post office box fees.
6. Saves time and energy for customers who drive to the post office to pick up mail.

**Some disadvantages of the proposal are:**

1. The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
2. Meeting the rural or contract delivery carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this proposal will provide a maximum degree of effective and regular postal services to the community.

## **II. EFFECT ON COMMUNITY**

Pace is an incorporated community located in Bolivar County. The community is administered politically by Town of Pace. Police protection is provided by the Pace Local Police Dept. Fire protection is provided by the Pace Volunteer Fire Dept. The community is comprised of predominately self employed, farmers and retirees, and those who commute to work at nearby communities and work in local businesses.

Businesses and organizations include: Peter'S Rock M.B. Church, Pace Penecostal Church, Pace Methodist Church, Spangle Banner Church, St. Peter's MB Church, New Hope Church, EL Bethel Church, Elite Adult Day Care Center, People Assisting People, and Pace Health Council , 4 H Trucking, ABA Inc., Dudley's Discount Store, Lem King & Company, J & V's, Pace Manor Apartment's, Bizzel Planting Company, ABA Farms, Inc., A & L Farms, Aylward Farms Inc., Pace Apartment Homes, Gourley Apartments, School Bus Shop, Horn Transportation, and Triple C Express . Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Pace Post Office will be available at the Cleveland Post Office. Government forms normally provided by the Post Office will also be available at the Cleveland Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed from questionnaires, the community meeting, on the petition, and on the congressional inquiry:

- 1. Concern:** Customer expressed a concern about nonpostal services.

**Response:** Nonpostal services provided at the Post Office will be available at the administrative Post Office. Government forms normally provided by the Post Office will also be available at the administrative Post Office or by contacting your local government agency.
- 2. Concern:** Customer expressed a concern about the loss of the community bulletin board at the Post Office.

**Response:** Many retail outlets and grocery stores are now displaying a public bulletin board in which items can be posted for sale, and/or lost and found items can be posted, and a variety of other information. The administrative Post Office may have a public bulletin board which may be used to post the same information.
- 3. Concern:** Customers expressed a concern about the loss of a bus stop at the Post Office.

**Response:** Customers may contact the county school board to determine if they would be willing to erect a small building, which would shelter children from the wind while they wait on the school bus. Or contact neighboring businesses to ascertain if they would allow children to wait on the bus at their business.
- 4. Concern:** Customers expressed concern for loss of community identity.

**Response:**

A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the Community name and ZIP Code in addresses.

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community.

### III. EFFECT ON EMPLOYEES

The postmaster position became vacant when the postmaster retired on December 28, 2010. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected. Since the postmaster vacancy an OIC has been installed to operate the office.

### IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 52,479 with a breakdown as follows:

Postmaster Salary (EAS-11, No COLA)	\$ 33,168
Fringe Benefits @ 33.5%	\$ 11,111
Annual Lease Costs	<u>+ \$ 8,200</u>
Total Annual Costs	\$ 52,479
Less Annual Cost of Replacement Service	<u>- \$ 0</u>
Total Annual Savings	<u>\$ 52,479</u>

### V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

### VI. SUMMARY

The Postal Service is proposing to close the Pace, MS Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Cleveland Post Office, located nine miles away.

The postmaster retired on December 28, 2010. If the office has a noncareer PMR(s), they may be separated from the Postal Service; however, attempts will be made to reassign the employee(s) to a nearby facility. No other employee(s) will be adversely affected. Post office workload has declined. Effective and regular service will continue to be provided by rural route service.

The Pace Post Office provided delivery and retail service to 201 PO Box or general delivery customers and no delivery route customers. The daily retail window transactions averaged 76. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a post office for service. The Postal Service will save an estimated \$52,479 annually. A disadvantage to some may be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with a rural or contract delivery carrier.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.

### VII. NOTICES

- A. Support Materials. Copies of all materials upon which this proposal is based are available for public inspection at the Pace Post Office, Beulah Post Office and Cleveland Post Office during normal office hours.
- B. This is a proposal. It is not a final determination to close this post office. If a final determination is made to close this post office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Regulatory Commission. Any such appeal must be received by the commission within 30 days of the posting of the final determination.



DANA AMOS  
Manager, Post Office Operations

06/30/2011  
Date







06/27/2011

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Instructions for Posting the "Notice of Taking Proposal and Comments Under Internal Consideration"

At the close of business on 08/31/2011 take down the "Proposal" and the "Invitation for Comments" from the lobby. Round-date stamp them upon removal and verify that the mandatory 60-day posting period was observed. The proposal and invitation for comments must be posted for at least 60 days, and the first day does not count.

On the same day, prominently post in the lobby the enclosed "Notice of Taking Proposal and Comments Under Internal Consideration." The notice should remain posted until you receive further notice from this office.

Please return the posted "Proposal," "Invitation for Comments," the official record, and any related discontinuance materials to this office.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Linda Cassidy".

LINDA CASSIDY  
Post Office Review Coordinator  
1461 LAKEOVER ROAD  
JACKSON, MS 39213-8006

Date of Posting: 06/30/2011

Date of Removal: 08/31/2011



**UNITED STATES POSTAL SERVICE**



**INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE  
THE PACE, MS POST OFFICE  
AND ESTABLISH  
SERVICE BY RURAL ROUTE SERVICE**

To the customers of the Pace Post Office:

The Postal Service is considering the close of the Pace Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 06/30/2011 through 08/31/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the Pace Post Office, Beulah Post Office and Cleveland Post Office. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

LINDA CASSIDY  
1461 LAKEOVER ROAD  
JACKSON, MS 39213-8006

For more information, you may call LINDA CASSIDY at (601) 351-7311 or write to the above address.

Thank you for your assistance.

DANA AMOS  
1461 LAKEOVER ROAD  
JACKSON, MS 39213-8006



Date of Posting: 06/30/2011

Posting Round Date:



Date of Removal: 08/31/2011

Removal Round Date:



PROPOSAL TO CLOSE  
THE PACE, MS POST OFFICE  
AND ESTABLISH  
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1376546 - 38764

**NOTICE OF TAKING PROPOSAL AND COMMENTS  
UNDER INTERNAL CONSIDERATION**

Date 08/30/2011

Postal Customers of the Pace Post Office: The Postal Service appreciates receiving the views of those of you who submitted comments on the proposal to close the Pace Post Office, which was posted 06/30/2011 through 08/31/2011. These comments will be considered carefully as the matter is reviewed further in my office and at higher levels within the Postal Service.

When a final decision is made by the Postal Service, that decision will be posted in place of this notice. If the decision is to approve the proposal, any customer of the Pace Post Office who disagrees will have the right to appeal that decision to the Postal Regulatory Commission in Washington, DC.

Sincerely,

A handwritten signature in black ink, appearing to read "Dana Amos", with a stylized flourish at the end.

DANA AMOS  
1461 LAKEOVER ROAD  
JACKSON, MS 39213-8006



---

09/09/2011

MEMO TO THE RECORD

SUBJECT: PACE

Docket Number 1376546 - 38764

The proposal to consolidate the PACE was posted with an "Invitation for Comments," at the PACE from 06/30/2011 through 08/31/2011 . No comments were received. There is no change to the original proposal. Accordingly, there is no need to modify the proposal to address comments.

TERESA CASSIDY  
Post Office Review Coordinator  
MISSISSIPPI PFC District





**A. Office**

Name: PACE State: MS Zip Code: 38764  
Area: SOUTHWEST District: MISSISSIPPI PFC  
Congressional District: Second County: BOLIVAR  
EAS Grade: 11 Finance Number: 275863  
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

This form is a place holder for number 39. There was not a premature appeal received.

Prepared by: Teresa Cassidy Date: 09/09/2011  
Title: MISSISSIPPI PFC Post Office Review Coordinator  
Tele No: (601) 351-7311 Fax No: (601) 351-7576



09/09/2011

MEMO TO THE RECORD

SUBJECT: ARTESIA

Docket Number 1353418 - 39736

The proposal to consolidate the ARTESIA was posted with an "Invitation for Comments," at the ARTESIA from 06/22/2011 through 08/23/2011 . No comments were received. There is no change to the original proposal. Accordingly, there is no need to modify the proposal to address comments.

TERESA CASSIDY  
Post Office Review Coordinator  
MISSISSIPPI PFC District